

TITLE, SERIES, GRADE: Legal Clerk (Office Automation), GS-986-6/7

SALARY RANGE: \$31,601-\$45,648

PROMOTION POTENTIAL TO: GS-07

VACANCY ANNOUNCEMENT NUMBER: 06-05-01-JA

AREA OF CONSIDERATION: All Sources Plus Well Qualified Eligible Surplus and Displaced Federal Employees in the Local Commuting Area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: January 15, 2006

CLOSING DATE: February 10, 2006

DUTY LOCATION: U.S. Trustee Program, Jackson, Mississippi

NUMBER OF VACANCIES: 1 Position

THIS IS A FULL-TIME, PERMANENT, EXCEPTED SERVICE APPOINTMENT

DUTIES: The incumbent will serve as a legal clerk in the Office of the U.S. Trustee, providing clerical support in the performance of daily routine office requirements as it relates to the administration of bankruptcy cases. Primary duties include, but are not limited to: electronic case filing; typing legal documents from rough drafts; abstracting and assembling data from bankruptcy petitions, schedules, and files and entering the data into a complex automated case management information system; assisting with scheduling meetings of creditors and court appearances; creating and maintaining files and records; answering telephonic inquiries from debtors' and creditors' attorneys, court clerks, and trustee; receiving visitors and providing requested information or routing the request to the proper person; archiving of records. May be called upon to provide technical support to the IT specialist, secretarial and/or administrative support.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service. **Specialized Experience** is progressively responsible legal experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Education may not be substituted for the one year of specialized experience.

Selective Placement Factors are knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements but determined to be essential to perform the duties of the position to be filled.

Selective Placement Factor for this position is as follows:

At least 6 months bankruptcy experience which exhibits knowledge of bankruptcy regulations and procedures. Education cannot be substituted for the 6 months bankruptcy experience requirement.

Quality Ranking Factors are knowledge, skills and abilities which could be expected to enhance significantly the performance of the position.

Quality Ranking Factors for this position are as follows:

- 1) Knowledge of automated office systems (e.g. word processing, database, spreadsheet).
- 2) Ability to create and maintain filing systems.
- 3) Ability to communicate orally and in writing.
- 4) Knowledge of grammar, spelling, punctuation, and format.
- 5) Ability to apply established rules, regulations, precedents, and procedures of the Bankruptcy Code and rules to legal activities.

APPLICANTS ARE ENCOURAGED TO SUBMIT A SEPARATE NARRATIVE ADDRESSING THE SELECTIVE PLACEMENT FACTOR AND QUALITY RANKING FACTORS TO ENSURE THAT FULL CREDIT IS RECEIVED FOR THE APPROPRIATE WORK EXPERIENCE AS IT RELATES TO THE POSITION.

EVALUATION METHODS: Applicants will be evaluated based on experience as it relates to the quality ranking factors, and information provided in your narrative is heavily relied upon in the rating process. Basically qualified applicants may be further evaluated to determine those who are best qualified.

SPECIAL NOTES:

*Applicants must meet all eligibility requirements, including time-in-grade restrictions, as of the closing date.

*Selectee not currently employed by the offices, boards, or divisions of the Department of Justice will be required to submit to urinalysis screening for illegal drug use prior to appointment.

*A security investigation will be conducted to determine suitability for this position. Employment is contingent upon completion of a satisfactory background investigation as adjudicated by the Department of Justice.

*Position subject to restrictions of PL 103-94, Section 8, Political Recommendations.

*Relocation expenses not authorized.

*Selectee will be eligible for health and life insurance, annual and sick leave and will be covered under the Federal Employees Retirement System (FERS).

*This is a multiple grade level recruitment. You are encouraged to identify specifically the grade level(s) for which you wish to be considered by indicating your choice(s) on the application package. If you do not specify a grade level, you will only be considered at the highest level for which you are qualified.

*Applicants must serve a two-year trial period.

*All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit/Electronic Funds Transfer.

*If selected, a male applicant born after December 31, 1959, and at least 18 years of age must be registered with the Selective Service System unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S.C. 3328.

*Applicants must be U.S. Citizens.

HOW TO APPLY:

Applicants must submit one of the following: a resume, an OF-612, Optional Application for Federal Employment; or a SF-171, Application for Federal Employment. Resumes must include information outlined in the U.S. Office of Personnel Management's (OPM) flyer, OF-510, Applying for a Federal Job, full name, mailing address, phone number, social security number, country of citizenship and veterans' preference. Forms OF-510 and OF-612 may be obtained on OPM's web site www.opm.gov/forms. In addition, current/former Federal employees must submit a performance appraisal issued within the last 12 months and the latest SF-50, Notification of Personnel Action.

Applications should be submitted to:

U.S. Department of Justice
ATTN: 06-05-01-JA
Office of the U.S. Trustee
400 Poydras Street, Suite 2110
New Orleans, LA 70130

Applications must be postmarked no later than midnight of the closing date and received within 5 calendar days. Applications received in government postage paid envelopes, by fax or e-mail will not be considered.

Applications will not be returned. Candidates will not be solicited for further experience/education background data or for proof of veterans' preference if data provided is found to be inadequate or incomplete.

THE DEPARTMENT OF JUSTICE IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

VETERANS' PREFERENCE IN HIRING

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

Many veterans who have been separated from the armed forces under honorable conditions, are eligible for veterans' preference in hiring depending upon such factors as when and how long they served, and whether or not they served in a campaign or expedition for which a campaign medal has been authorized. If you are claiming 5 point veterans' preference, you must complete the applicable blocks on your Application for Federal Employment and submit a copy of your DD-214. If you are claiming 10 point veterans' preference, you must complete the applicable blocks on your Application for Federal Employment, submit a copy of your SF-15 (Application for 10-point Veteran Preference), and a letter issued in 1991 or later from the Department of Veterans Affairs (VA) to document a service-connected disability.